Handbooks & Templates

Student Group Services manages a variety of handbooks and templates, covering everything from registering your student group, to everyday operations, to transitioning to a new team.

- Registration Resources
- Constitution Resources
- Indigenous Resources
- Finance & Operation Resources
- Transition Resources

Registration Resources

Student groups must register on an annual basis to maintain their recognition with the University of Alberta.

The following documents and templates can all be found in the resource drive.

University of Alberta Liability Agreement	**All student groups** must understand the policies and legislation of the University of Alberta, and sign this form to indicate such. This form is completed annually when reregistering your student group.
Membership Roster Template	**All student groups** must submit a list of their recognized members - while not sharing their personal information (e.g. CCID, phone numbers, etc). This template is completed and submitted annually when reregistering your student group.
Fraternity/Sorority Roster Template	A roster specifically for **Fraternities, Sororities, and Greek Councils**; rather than the membership roster template. This template is completed and submitted annually when reregistering your student group.
External Affiliate Letter	For student groups who are part of an **external organization**, or are a **chapter of a parent-organization**. This template is completed and submitted annually when reregistering your student group.

If your student group has **additional** recognition, on top of the standard University of Alberta recognition, please refer to these forms. You can learn more about additional requirements for different recognition levels here.

UASU Liability Agreement	**Student groups with UASU recognition** must abide by all policies and legislation, and sign as indicating such. This form is completed annually when reregistering your student group.
GSA Liability Agreement	**Student groups with GSA recognition** must abide by all policies and legislation, and sign as indicating such. This form is completed annually when reregistering your student group.

Have yet to see a student group that piques your interests? Consider starting a new group! You can find all of the following resources in the resource drive.

Membership Petition & Endorsement Form	**For students wanting to start a new group**, you must have sufficient support for your initiative. This will let individuals verify your qualifications, show their interest in your group, and indicate how they wish to be involved.

Constitution Resources

All registered student groups registered with the University of Alberta, regardless of recognition level, require a constitution. **For all constitution resources outlined below, please use this drive.**

Constitution Handbook	This handbook is for **all student groups** as it outlines the specific requirements for a constitution to be approved, and gives some general ideas for organizations wanting more guidance on how to strengthen their legislation.
Constitution Checklist	This checklist is for **all student groups** who are completing their constitutions, to quickly refer to what concepts need to be accounted for in order to receive recognition.
Default Constitution Template	This template is for **all student groups** who are wanting to utilize or reference a template which includes all parts required for compliance.

Indigenous Resources

Student groups looking for guides and information on working with Indigenous people or inviting Indigenous speakers or Elders to their events can find more information here! **The following documents and templates can all be found in the resource drive.**

Elders Protocol	Protocol and instructions for asking an elder to participate in an event in any capacity.
Land Acknowledgement Guide (coming soon)	A guide on how to write a strong land acknowledgement for an individual or group.
Honorarium Guide	Best practice rates for paying Indigenous, elders, speakers, performers, and workshop leaders.

Plus, check out the UASU's website for more information on Indigenous Programs and Resources!

Finance & Operation Resources

For those wanting more resources to help manage their organization’s affairs, or those wanting to improve their professional workspace, feel free to utilize any of the templates below. **They can be found in this drive.**

Financial Handbook	This handbook is intended to guide student groups managing finances - including grants, bank accounts, financial audits, fiscal year budgets, etc. It also has account information for student groups at a variety of banks.
Operating Budget Template	This budget template is intended to guide student groups managing an annual budget. It tracks expenses, income, profit, and loss all within an excel sheet - programmed with functions to make it user-friendly.
Attendance Tracking	This attendance tracking template is intended to help student groups keep track of individuals at their events, meetings, and other initiatives.
Event Budget Template	This event budget template is intended to help student groups manage funds for a single-event.
Petty Cash Log Template	This petty cash log template is intended to help student groups keep track of their cash flow throughout the year, broken up into monthly trackers on one excel sheet.
Sponsorship Confirmation Template	This sponsorship confirmation template is intended to guide student groups looking to partner with other organizations. It is formatted as a contract between the club and the partner, with details of the agreement.

Transition Resources

Transitioning into a new team of leaders for your organization is one of the key components of an organization's longevity. **Feel free to utilize the resources outlined below from this drive.**

Transition Package Template	This transition package template is to help outgoing officers write a detailed document outlining the duties, operations, lessons, and feedback an incoming officer needs to succeed in their new role.
Transition Facilitation Guide	This facilitation package is to help outgoing officers plan out the meeting for their official transition. It includes an example calendar, what to address during the meeting, and how to assess outcomes for the transition.
Off-Boarding Checklist	This offboarding checklist is to help outgoing officers ensure they complete all necessary tasks for on-boarding their incoming officer; including knowledge of policies and procedures, deadlines, and financial information.